

## **MANDATORY Request for Actual Subsistence up to 150 Percent of Per Diem**

Traveler name (print or type): \_\_\_\_\_

### **Basic Information**

Dates of Travel \_\_\_\_\_

Location of Travel \_\_\_\_\_

Agency: \_NRCS (Applicable Office)\_\_\_\_\_

Office: \_\_\_\_\_

Per Diem Rate:

Lodging Only: \_\_\_\_\_ or

Lodging plus M&IE: \_\_\_\_\_ or

M&IE Only: \_\_\_\_\_

Actual Rate Being Requested: \_\_\_\_\_

Percent over Per Diem Rate: \_\_\_\_\_

**Steps Taken to Find Lodging within Per Diem (Attach 3 Hotel Quotes including contact person and date) or (Screen Print of at least 3 lodging windows detail in GovTrip)**

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**Explanation of Why Trip Cannot Be Delayed**

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TO: Arlen Lancaster  
Chief NRCS

FROM: Dennis L. Alexander  
State Conservationist  
NRCS, Albuquerque, New Mexico

CONCURRENCE: E. STEVEN BUTLER  
Chief Financial Officer

SUBJECT: Authorization for Actual Subsistence for up to 150 Percent of Per Diem

*[Traveler's name]* from *[Agency Office]* is requesting authorization of actual subsistence expenses of up to 150 percent of the maximum per diem rate. I certify that suitable arrangements cannot be found within the per diem rate or below 150 percent of per diem. The detailed request with a full justification is attached. Please review and indicate your decision below.

To return the request or if you have any questions, please contact Angelica Chavez, Budget Analyst, at 505-761-4415 or at [angelica.chavez@nm.usda.gov](mailto:angelica.chavez@nm.usda.gov).

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Decision (circle one):          Approved          Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment(s)

cc: Sara B. Schmidt, Regional Assistance Chief - West  
Rosabeth Garcia-Sais, State Administrative Officer, NM  
Norm Harris, Financial Officer, NM